

**CABINET FOR HEALTH AND FAMILY SERVICES (CHFS)  
OFFICE OF HUMAN RESOURCE MANAGEMENT (OHRM)**

**OHRM EMPLOYEE RECOGNITION PILOT PROGRAM  
EFFECTIVE MARCH 1, 2006**

The Office of Human Resource Management understands that it is our employees' efforts that have the most impact on the delivery of quality services. In gratitude to our employees, OHRM has developed the following program for recognizing exceptional work performance within the office.

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**GENERAL REQUIREMENTS**

- A. Selection criteria for all awards will focus on alignment to the mission, vision, and values of OHRM:

<b>Mission</b>	To provide the tools, training, and leadership to develop and support an outstanding workforce.
<b>Vision</b>	To be a recognized leader in state government in providing personnel services.
<b>Values</b>	Integrity, Customer Focus, Responsible Management, Teamwork, Continuous Improvement, Dedication, Respect for Diversity.

- B. Procurement and distribution of items of monetary value must be done in accordance with the CHFS Employee Recognition Spending Guidelines.

**TYPES OF RECOGNITION**

**A. Just-in-Time Awards**

Employees, and in particular supervisors, are strongly encouraged to recognize exceptional individual and team work performance on an ongoing basis. Research indicates that timely, sincere, personal recognition is most meaningful. It also shows that efforts which are recognized are repeated.

The following resources are available in the OHRM reception area and on the OHRM intranet site for employees who desire to recognize a coworker or team of coworkers:

- **Just-in-time certificates** (<http://chfsnet.ky.gov/afa/ohrm/06emprecog.htm>)
- **Electronic "kudos"** (<http://chfsnet.ky.gov/afa/ohrm/kudo.htm>).
- Additional suggestions can be found in the Employee Recognition: Creative Ideas brochure ([Word](#)) or ([PDF](#)).

## **B. Structured Awards**

Any CHFS employee or customer may nominate an OHRM employee or team at any time for one or more of the following awards:

1. Customer Focus Award – For demonstration of exceptional customer focus.
2. Team Player Award – For demonstration of exceptional teamwork.
3. Edison Award – For demonstration of initiative by proposing innovative ideas for improved services.
4. The 110% Award – For voluntarily going above and beyond defined duties.

Award: Certificate, to be presented by the Executive Director at quarterly OHRM forums. All nominees will also have a letter of recognition placed in their personnel files and will automatically be eligible for the Employee of the Quarter award.

Nomination Process: Submit a completed Employee Recognition Nomination Form to the OHRM Recognition Committee Chair. Nominations must be submitted no later than April 1 for the first quarter, July 1 for the second quarter, October 1 for the third quarter, and January 1 for the fourth quarter.

Frequency: Quarterly.

Limitations: There is no limit to the number of times an employee or team may be nominated for one of these four awards, nor to the number of employees or teams nominated for any particular award.

## **C. Tiered Awards**

1. Employee of the Quarter

Award: Certificate, to be presented by the Executive Director at quarterly OHRM forums; letter of recognition placed in the employee's personnel file; reserved parking space for one quarter; spotlight in the CHFS *Focus*. All nominees will also automatically be eligible for the Employee of the Year award.

Eligibility Criteria: Recipient of one of the four structured awards during the current quarter.

Selection Process: The OHRM Employee Recognition Committee will review nominations of the recipients for the current quarter and forward its recommendation to the Executive Director for final approval. *NOTE: Members of the committee who have been nominated for an award will recuse themselves from this selection process. In the event all members of the committee must be recused, the CHFS Employee Recognition Committee will review nominations and make a recommendation to the Executive Director.*

Frequency: Quarterly.

## 2. Employee of the Year

Award: Certificate, to be presented by the Executive Director at quarterly OHRM forums; letter of recognition placed in the employee's personnel file; reserved parking space for one quarter; spotlight in the CHFS *Focus*; name added to an "Employee of the Year" cumulative plaque.

Eligibility Criteria: Recipient of one of the four Employee of the Quarter awards during the current year.

Selection Process: The OHRM Employee Recognition Committee will review nominations of the recipients for the current year and forward its recommendation to the Executive Director for final approval. *NOTE: Members of the committee who have been nominated for an award will recuse themselves from this selection process. In the event all members of the committee must be recused, the CHFS Employee Recognition Committee will review nominations and make a recommendation to the Executive Director.*

Frequency: Annually.

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